

REVENUE DEPARTMENT



JOB ANNOUNCEMENT

		POSTING DATE 10/05/06	
		CLOSING DATE 10/13/06	
ANNOUNCEMENT NUMBER 156-06			
JOB TITLE/JOB CODE NUMBER Secretary 3 (60103)	UNCLASSIFIED Unclassified	PAYGRADE 011	SALARY RANGE (MONTHLY) \$1,967.80 - \$3,450.16
DIVISION Taxpayer Services Division		POSITION #'s 00125634	
UNIT NAME/LOCATION CC Building - Administration – 7th Floor			

THIS ANNOUNCEMENT IS OPEN TO:

- A. ☐ CURRENT QUALIFIED REGULAR REVENUE DEPARTMENT EMPLOYEES ONLY.
- B. ☐ CURRENT AND FORMER QUALIFIED REGULAR REVENUE DEPARTMENT EMPLOYEES.
- C. ☐ CURRENT AND FORMER QUALIFIED REGULAR REVENUE DEPARTMENT EMPLOYEES, AND CURRENT TEMPORARY OR HOURLY EMPLOYEES WITH AT LEAST SIX MONTHS OF EMPLOYMENT IN THE DEPARTMENT OF REVENUE IN THE PAST TWO YEARS WHO MEET THE MINIMUM QUALIFICATIONS FOR THE POSITION AND WHO HAVE SUCCESSFULLY PASSED THE APPLICABLE MERIT SYSTEM TEST IF REQUIRED.
- D. ☐ CURRENT AND FORMER QUALIFIED REGULAR STATE EMPLOYEES.
- E. ☐ EXISTING LIST OF MERIT SYSTEM JOB SITE AVAILABLE APPLICANTS.
- F. ☒ PUBLIC ANNOUNCEMENT - Georgia Merit System Job Site <http://thejobsite.org/>
- G. ☒ ALL QUALIFIED APPLICANTS.

SUBMIT TWO COMPLETED MERIT SYSTEM APPLICATIONS OR RESUMES POSTMARKED OR HAND DELIVERED NO LATER THAN THE CLOSING DATE.

Applications should be submitted to: Georgia Department of Revenue
Human Resources, Suite 2225
1800 Century Blvd., NE
Atlanta, Georgia 30345-3205

If you need an accommodation, due to a disability, for any part of the employment process, please contact the Human Resources Office at (404) 417-2140 or (404) 417-2160 (TDD)

GENERAL NATURE OF DUTIES/RESPONSIBILITIES ASSIGNED TO THIS POSITION

Under general supervision, provides personal assistance and advanced secretarial/clerical support to an upper level manager. Completes administrative tasks and special projects as requested. May supervise support staff. This position functions as assistant to Manager 2, providing administrative and secretarial assistance. Responsible for all purchasing, equipment maintenance and repairs for Division. Responsible for maintaining Division's postage accounts and PC inventories. Functions as receptionist in answering published telephone number and greeting callers for 7th floor manager's office. Provides administrative, secretarial and clerical support in the absence of Administrative Assistant. Serves as liaison to the Commissioner's office for tracking correspondence received by the Commissioner's and Director's offices.

MINIMUM TRAINING AND EXPERIENCE

One year of general office work or one year of business school or college note: a minimum typing speed of 50 words per minute is necessary.

PREFERRED QUALIFICATIONS

Good working knowledge of Word, Outlook, and Excel. Experience administering and monitoring budgets and experience successfully handling procurement duties. Excellent customer service skills and working cooperatively with others as part of a work team. Excellent written and oral communication skills. Experience working in state government. Supervisory experience. Training or experience directly related to the Georgia Department of Revenue. Experience with PeopleSoft Financials and HR transactions will be helpful. Ability to meet the terms and conditions of employment for the Taxpayer Services Division.

COMMENTS

Due to the large volume of applications received by this office, only those applicants selected for interview will be notified of the final applicant selection.